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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
General Counsel

SUBJECT : Management of Non-Staff Personnel

1. The Agency has recently been plagued by a rash of complaints arising from the termination of non-staff personnel. In each of these cases the terminated individual had some cause to feel aggrieved because of the way the termination was handled. It is not clear to me whether the fault lies with our system for managing non-staff personnel or whether we have been the victim of a series of poor or unfeeling judgments.

2. The Inspector General has been the one most intimately involved in trying to find suitable solutions for these grievances. Accordingly, I asked him to summarize for me his conclusions as a result of his experiences. A copy of his report is attached for your information. It is evident that he, too, is undecided as to whether the fault lies with the system or with the people managing it. It is clear, however, that there is need for a thorough, critical examination of our present policies and practices regarding the administration of non-staff personnel. A sound and workable system should not be so susceptible to faulty application by the unpredictable human element.

3. I have approved the Inspector General's recommendation that a task force be created under the chairmanship of the Director of Personnel. Will each of you please identify to the Director of Personnel your representatives on this task force. The Director of Personnel will convene the group at the earliest possible date to decide upon a way of gathering the needed information on non-staff personnel and to prepare for a thorough review of our mechanism for managing non-staff personnel.

4. I would like to have from the Director of Personnel within thirty days a report of progress made and of plans for the future efforts of the task force.

L. K. White

Executive Director-Comptroller

Att.: IG Report

cc: Director of Personnel

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